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ABSTRACT

This catalogue provides a list of resources relevant to non-traditional careers, including work pattern information on flextime, job sharing, and industry-supported child care. The printed and audiovisual materials highlight journal articles, films, publications, test preparations, slides, cassettes, apprenticeship information centers, and Women's Bureau regional offices. (JAC)

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NONTRADITIONAL RESOURCES CATALOGUE

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PURPOSE

The Non-traditional Resource Catalogue has been designed to provide a listing of materials relevant to non-traditional careers including work pattern information on flextime, job sharing and industry supported child care. Non-traditional refers to those occupations in which workers have primarily been of one sex or another, but which are now open to both sexes. For example, carpentry and insurance sales are non-traditional occupations for women; nursing and child care are non-traditional occupations for men.

Encouraging women and men to consider occupations non-traditional for their gender is a concept still in its infancy. The Non-traditional Resource Catalogue initiated research to edit and compile a listing of existing printed and audio visual materials relevant to the subject. It is by no means a complete list. This is a period of pioneering new areas of work for women and new work patterns, while challenging long held beliefs and attitudes. The body of literature is constantly growing. Therefore the reader is encouraged to supplement this catalogue by checking with the public library, schools, local unions and community employment and training programs to obtain additional information.

The Non-traditional Resource Catalogue is one of the products of Opening Trade Barriers, a model program developed by the Fort Wayne Women's Bureau, Inc., and funded through the Indiana Office of Occupational Development, 1979-1980. Opening Trade Barriers implemented a multifaceted approach which addressed the need to increase representation of women in non-traditional careers, specifically the skilled trades.

ARTICLES

"HEWLETT PACKARD TRIES FLEXITIME; WHITE-COLLAR, PRODUCTION EMPLOYEES ENDORSE FLEXIBLE WORK SCHEDULES" World of Work Report Vol. 3, No. 11 November, 1978. Hewlett Packard tried flexitime - and liked it. Today production and white-collar workers alike adjust their hours to their personal needs. Productivity? By all accounts, it's gone up.

"HOW TO GET A BLUE COLLAR" Karen West. Ms., May, 1977, p. 62-65. Available from: Ms. Magazine, 370 Lexington Ave., New York, New York 10017. This article talks about women entering careers in the trades. The author explains the general procedures for getting into training programs through the journey woman stage. It includes three case studies along with a directory of organizations and individuals who can offer help to women in acquiring a skill.

"JOB SHARING HAS GROWING APPEAL FOR WORKERS SEEKING ALTERNATIVES TO TRADITIONAL EMPLOYMENT PATTERNS" World of Work Report Vol. 4, No. 5 May, 1979. This article explains the concept of job sharing, a survey of the type of people who prefer job sharing and the pros and cons for the job-sharing partners and the company.

"LAYING THE LINE - A SOLITARY WOMAN IN THE BRICKLAYER'S UNION" Article by Martha Tabor, Equal Times, June 20-July 3, 1978 p. 8-9. Available from: Equal Times, 235 Park Square Bldg., Boston, MA 02116, single copy free.

"MORE WOMEN THAN MEN ARE GETTING JOBS: JOB BARRIERS TO WOMEN BEING REDUCED" World of Work Report February, 1978 Vol. 3, No. 2. This article contains good statistical information on the jobs women are currently in and those where strides are being made.

ARTICLES

"BOSTON PROGRAM HELPS WOMEN PREPARE FOR BLUE COLLAR MAINTENANCE JOBS" World of Work Report Vol. 4, No. 6 June, 1979. In Boston, the YWCA and CETA program - Non-traditional Occupations Program for Women (NTO) - is preparing women to fill blue-collar jobs in construction. This article gives a brief description of their program.

"CONSTRUCTION STRIKES OUT ON FEMALE" Engineering News-Record, March 29, 1979. This article describes the status of women in construction and suggests that employers will be trying harder to place women in the trades; government will be enforcing more vigorously; more women will be considering construction work, and their number will grow.

"FEMINISM: IMPLICATIONS FOR EMPLOYMENT COUNSELORS" Article by Barbara Shelton. Journal of Employment Counseling September, 1976, p. 116-121. Available from: American Personnel and Guidance Association, 1607 New Hampshire Ave. N.W., Washington, D.C. 20009. Review of recent literature on counseling needs of women in respect to role conflicts, cultural hostility, and institutional bias that keeps some women out of the labor market and causes job seeking and job adjustment problems for others. It makes suggestions for employment counselors in aiding applicants in a smooth transition from home to career.

"FLEXITIME: AN IDEA WITH GROWING APPEAL" Work of Work Report Vol. 3, No. 11 November, 1978. The pluses and minuses - and how to's - of flexible work time for both employers and employees.

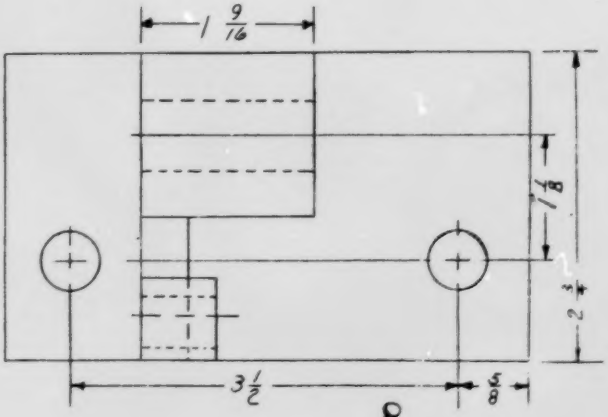
"GOALS AND TIMETABLES FOR FEMALE AND MINORITY PARTICIPATION IN THE CONSTRUCTION INDUSTRY" Federal Register. April 7, 1978. Part IV, Vol. 32, No. 68 Reprints available from U.S. Government Printing Office, Washington, D.C. 20402, 75¢.

ARTICLES

"WOMEN IN THE WORKPLACE: A SPECIAL SECTION" Monthly Labor Review, May, 1974, 128 p. U.S. Dept. of Labor, Bureau of Labor Statistics, available from: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. This special issue of nine articles covers such topics as sex stereotyping's decline in the skilled trades, women in professions, the temporary help industry, women's earnings, and women in labor unions. The articles include statistical charts of the status of women in work.

"WOMEN'S PHYSIOLOGICAL REACTIONS TO PHYSICALLY DEMANDING WORK" Article by Miriam G. Wardle. Psychology of Women Quarterly, Winter 1976, 151-159 pp.

"WORKING PARENTS CHOOSE HOME-BASED CHILD CARE, NORTHSIDE CENTER PROSPERS WITH BUSINESS KNOW-HOW, AND AT&T: TWO EXPERIMENTAL DAYCARE CENTERS" World of Work Report Vol. 2, No. 2, February, 1977. Many company-sponsored daycare centers launched in the '60's and '70's have since suspended operation. Reasons for their demise, as well as the elements of success for a unique daycare center, are examined in these articles.



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ARTICLES

"NEW YORK PATTERNS SUITED TO CHANGING RELATIONSHIP BETWEEN WORK, HOME LIFE, AND FAMILY" World of Work Report Vol. 5, No. 4 April, 1980. This article discusses the different kinds of work schedules that are needed to accommodate the work force's changing attitudes to work and family.

"OCCUPATIONAL VALUES AND FAMILY ROLES: A DESCRIPTIVE STUDY OF WOMEN WORKING IN BLUE-COLLAR AND SERVICE OCCUPATIONS" Article by Mary Lindenstein Walshok. Urban and Social Change Review, issue on Women and Work, volume 11, 1978. Available from: Urban and Social Change Review, 202 McGuinn Hall Boston College, Chestnut Hill, MA 02167, $5.00.

"SEXUAL HARRASSMENT ON THE JOB AND HOW TO STOP IT" Ms., November, 1977 issue. Available from: Ms. Magazine, 370 Lexington Ave., New York, NY 10017, $1.50.

"TURN YOUR EVERYDAY SKILLS INTO GOOD OUTSIDE JOBS" Margaret Daley, January, 1977, p. 24. Available from: Better Homes and Gardens, Meredith Corp., 1716 Locust St., Meredith Bldg., Des Moines, IA 50336. This article gives advice to women deciding to go to work outside the home. The author outlines five steps in the process of finding out about yourself and your skills and then turning those skills into good outside jobs.

"WHAT'S A NICE GIRL LIKE YOU DOING IN A PLACE LIKE THIS?" Ebony, June, 1977, p. 103-104. Available from: Ebony, Johnson Publishing Co., Inc., 820 South Michigan Ave., Chicago, IL 60605. This article looks at a black woman working in traditionally male occupations: security guard, attorney, investigation, construction worker, bus driver, prize fighter, hot press operator and sales representative. It includes photographs of the women on the job and quotes from interviews with them.

FACTS ON WOMEN WORKERS

* A majority of women work because of economic need. Nearly two-thirds of all women in the labor force in 1978 were single, widowed, divorced, or separated, or had husbands whose earnings were less than $10,000.

* The median age of women workers is 34 years.

* Fifty-three percent of all black women were in the labor force in 1978 (4.9 million); they accounted for nearly half of all black workers.

* The average worklife expectancy of women has increased by more than one-half over the two decades since 1950. In 1970 the average woman could expect to spend 22.9 years of her life in the work force.

* The average woman worker is as well educated as the average man worker; both have completed a median of 12.6 years of schooling.

* The number of working mothers has increased more than tenfold since the period immediately preceding World War II, while the number of working women more than tripled. Fifty-three percent of all mothers with children under 18 years (16.1 million) were in the labor force in 1978.

* Women workers are concentrated in low paying dead end jobs. As a result, the average woman worker earns only about three-fifths of what a man does, even when both work full time year round. The median wage or salary income of year-round full-time workers in 1977 was lowest for minority-race -- women - $8,383. For white women it was $8,787; minority men, $11,053; and white men, $15,230.

* About 42 million women were in the labor force in 1978; they constituted more than two-fifths of all workers.

Source: U.S. Department of Commerce, Bureau of the Census; U.S. Department of Health, Education, and Welfare, National Center for Social Statistics; U.S. Department of Labor, Bureau of Labor and Employment and Training Administration.

Apprentices, The. 26 minutes, color, available on loan from BAT regional offices. See telephone directory for address. Bureau of Apprenticeship and Training, Employment and Training Administration, U.S. Department of Labor, 601 D Street, N.W., Washington, D.C. 20213. General film giving history, current status, and reality of apprenticeship. Interviews women and men apprentices on the job.

Being A Woman and Everything. 1979, Sale $125, Rental $25, preview $25 applicable to purchase, please add $3 shipping/handling charge. Mail to: Carol Frenier, P.O. Box 111, Manchester, Massachusetts 01194. A film about Patricia Murphy by Carol Frenier. Shows a competent woman in a non-traditional role - policewoman. It is a sensitive unfolding of one woman's personal history - an excellent resource for community-based film on videocassetts or tape.

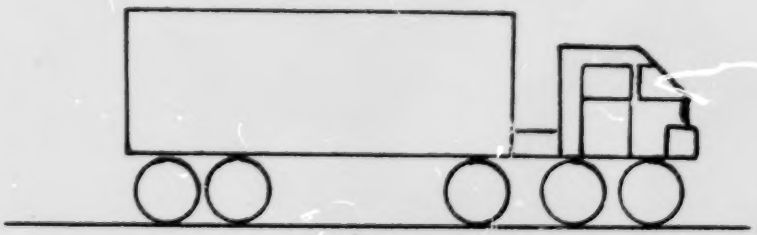
Farewell to Welfare. 30 minutes, color, Media Resource Center, Employment and Training Administration, Room 5113, 601 D Street, N.W., Washington, D.C. 20213 (202) 376-7298. Interviews with three WIN women, a truck driver, picture framer-manager, and machine operator, and their employers.

Freedom Training. 22 minutes, 16mm color sound film, preview $10.00, purchase $275.00, videotape format price on request, no cost loan to Indiana Residents. Available from the Indiana Career Resource Center, 1205-09 South Greenlawn Ave., South Bend, IN 46615, (219) 289-2851. This counter-bias film portrays the challenges of non-traditional roles in education and work through the lives of 11 individuals who have crossed the barriers into non-traditional training programs. Their on-the-job comments provide a model for young persons regarding the work and education alternatives they may never have considered.

Look Who's Working Here. 1976, 13 minutes, color, filmstrip with audiocassette. Available from Director of Occupational Education, Education Center, 165 No. Columbus Ave., Mt. Vernon, NY 10553. $20.00. Deals with sex stereotyping and non-traditional occupational choices at the high school level. Occupational education classes in New York's Mid-Hudson Region show female students participating in auto mechanics, carpentry, machine shop, electrical wiring and applicance repair classes. Conversely, male students are shown in nursing, cosmetology, fashion design, and secretarial studies. People in the community who work in occupations not traditionally chosen by their sex are also featured.

Looking At Tomorrow-What Will You Choose. 1974, 15½ minutes, color film. Available from Churchill Films, 662 N. Robertson Blvd., Los Angeles, CA 90069, (213) 657-5110. Rental: $18; purchase: $210. A film designed to show adolescent girls the preparation needed for these jobs. Shows seven young women at work: a bricklayer, violin maker, telephone framer, employee representative, gallery owner, air traffic controller animal nutritionalist (including one Hispanic and two black women.) The interviews with the working women are lively and involving. Teacher's guide included. Flimmakers: Susan & Bill Shippey.

Never Underestimate the Power of a Woman. 15 minutes, color. Bureau of Audiovisual Instruction, P.O. Box 2093, University of Wisconsin, Madison, Wisconsin 53701, (608) 262-2944. Dispels damaging myths about women's work capacities and performance in a wide range of non-traditional settings.



New Perspectives - Women in Non-traditional Jobs. Media Resource Center. Employment and Training Administration, Room 5413, 601 D Street, N.W., Washington, D.C. 20213 (202) 376-7298. Interviews with two women, a bus driver and a shipbuilder, about how they got their jobs and how they feel about them.

Non-traditional Careers for Women. 1974, 25 minutes, sound film strip. Price $46.00. Pathescope Education Film, Inc., 71 Weyman Ave., New Rochelle, NY 10822. Available from Indiana Career Resource Center, 1205-09 South Greenlawn Ave., South Bend, IN 46615 (219) 289-2851. No cost loan to Indiana residents. This sound flim strip reviews the history of woman's role in the U.S. job market from the mid 1800's to the present. It explains the reasons why women in the past have been confined to certain occupations and talks with women pursuing non-traditional roles. A teacher's manual is included.

Other Women, Other Work. 20 minutes, color, 1973. $290 - Rental apply. Churchill Films, 662 North Robertson Blvd., Los Angeles, CA 90069, (213) 657-5110. The rewards and occasional problems of women in traditionally male jobs are expressed by a truck driver, a roof shingler, a pilot, a carpenter and a marine biologist.

Roll Over. 1974, 10 minute color film. Rental: $23; purchase: $150. Available from: Herstory Films, Inc., 137 East 13th St., New York, NY 10003, (201) 891-8240. This amusing, fast-paced film shows women breaking out of traditional work stereotypes. The clever lyrics and lively music of a working woman's blues accompany documentary footage of women in over a dozen non-traditional jobs including welder, pilot, garbage collector, taxi driver, and ship's captain. Two satirical vignettes underline the need for changes in women's traditional public and private status.

One shows a role reversal - the husband feeds the children breakfast while his wife sits back and reads the newspaper. The second hypothesizes a future featuring an all-woman Supreme Court plus a woman in the White House.

Skilled Jobs for Women. Film available from: Skilled Jobs for Women, 111 So. Hamilton St., Madison, WI 53703.

Sky's the Limit, The. 25 minutes, color. Bureau of Apprenticeship and Training, Employment and Training Administration, U.S. Department of Labor, 601 E Street, N.W., Washington, D.C. 20213, (202) 376-6106. Apprenticeship agency/employer/union information film depicting women apprentices in non-traditional jobs. Available on loan from the Bureau of Apprenticeship and Training Regional offices.

Stepping Out. $60.00. Includes two sound filmstrips; a trainer's handbook, and a participant's handout for CETA-eligible women considering non-traditional employment. Available from: Phyllis Hill, Publication and Dissemination, Wisconsin Vocational Studies Center, 1025 W. Johnson St., Madison, WI 53706.

Twelve Like You. 25 minutes, color. Cally Curtis Company, 1111 No. Las Palmas Ave., Hollywood, CA 90038, (213) 467-1101. Twelve women working in both professional and technical non-traditional jobs share their experiences and problems.

Union Maids. 1976, 48 minutes black and white film. Rental: $40-60; purchase: $450. Available from: New Day Films, P.O. Box 315, Franklin Lakes, NY 07417, (201) 891-8240. An oral history approach to women's role in labor unions in the 1930's, featuring interviews with three working women who became union organizers. Still communicating the strength and courage they brought to the struggle for

unionization, each woman recalls the pre-union working conditions at laundries and factories. Archival news footage shows some of the strikes they helped to organize, and evokes this neglected part of labor history. These women struggled to represent the needs of working women in an environment of sexist attitudes encountered from both management and male union leaders. One of the women is black, and talks about the racial discrimination she faced.

Why Not A Woman. 26 minutes, color. Pennsylvania Commission for Women, 512 Finance Building, Harrisburg, Penn. 17128, (717) 787-3821. Documentary on women in blue-collar jobs. Also available from: Commission on Women in Arizona; Sacramento, CA; Delaware, Iowa, and Nebraska. A film designed to encourage employment of women in high paying, skilled craft jobs. The blue collar occupations represented include: welder, shipfitter, machinist, trucker, bus driver, lathe operator, mechanic and warehouse worker. In interviews, male supervisors who employ women find no significant difference in performance, turnover, or absenteeism between men and women employees. A female supervisor talks about how male subordinates react to her, and an apprentice carpenter explains her reasons for entering that particular trade. Several black women are shown.

Why Not Explore Rewarding Careers. Order #74427, 30 minutes, 16mm color and sound. Sale price $240; rental fee per day of use at $20. Project WERC Film Series. Tested successfully as with upper elementary, middle, junior and senior high school students and with dropouts. Careers in Machine Trades. American Personnal and Guidance Association, Two Skyline Place, Suite 400, 5203 Leesburg Pike, Falls Church, VA 22041.

Women's Work: Engineering. 26 minutes, film or videotape, color, Massachusetts Institute of Technology, Center for Advanced Engineering Study, Department 4, Room 9-234, 77 Massachusetts Avenue, Cambridge, Massachusetts 02139, (616) 253-7444. Women engineers and engineering students talk about engineering and how they feel about their jobs.

Working: Coping With the 20-hour Week. #8419 color, 22 minutes, $33. Economist Robert Theobald and Riva Poor, author of THE FOUR DAY WEEK, provide commentary for an exploration of the possibilities and potential effects of shortened workweeks, guaranteed annual incomes, and computerization or elimination of most structured, routine jobs. In brief interviews, workers discuss their jobs how they feel about them. Lifelong Learning, University of California, Berkely, CA 94720, made in 1972.

The Life and Times of Rosie Riverter. 1980, 1 hour, 16 mm. Color documentary. General use: $75. High school, community groups, union locals: $65. Sales: $695. All sales and rentals add $6 handling charges. Available from: Clarity Educational Productions, Inc., P.O. Box 315, Franklin Lakes, NJ 07417; 201/891-8240. A new film on the experience of women workers during World War II. "Do the job he left behind." Rosie the Riverter was born - the symbol of working women. After whirlwind training, women found themselves doing "men's work" and they did it so well that production levels rose despite the military call-up of millions of male workers. They discovered a new sense of pride and dignity and for the first time, black women gained entry into major industrial plants. When the war was over, Rosie wanted to stay but neither the structure of American economy or the view of women's place in society sustained such hopes. The story is told by the women themselves - five former "Rosies".

PUBLICATIONS

A Guide to Alternative Employment Opportunities; Resource List on Aspects of Women and Employment, and Preparing A Resume. $2.50 prepaid. Available from: WEAL National Office, 733-15th St., NW, Washington, D.C. 20005. All three of these publications are available in an information packet on alternative work patterns; i.e. job sharing, flex-time or part-time work. The packet provides individuals, career counseling groups, and employers with information on where alternative work patterns exist.

A Guide to Federal Laws and Regulations Prohibiting Sex Discrimination. 1976, 189 pages, U.S. Commission on Civil Rights, Washington, D.C. 20425.

A Woman's Guide to Apprenticeship. 1978, 24 pages. An overview of women in apprenticeship and information about the apprenticeship system, and the barriers that inhibit women's participation, and the application process. U.S. Department of Labor, Women's Bureau, Washington, D.C. 20210.

Against the Grain: A Carpentry Manual for Women. 1977, 18 pp., $6.00. Dale McCormick. Iowa City Women's Press. Available from: Iowa City Women's Press, 5295 Gilbert Street, Iowa City, IA 52240.

Apprenticeship Training Entry: Advanced Career Preparation. Contact: Avis Y. Pointer, Project Director, Center for Human Services, 5330 Wisconsin Avenue, NW, Suite 1600, Washington, D.C. 20015, (301) 654-2550. This project is an outreach program which will enable local union committees to identify women who wish to obtain advanced career preparation and to become involved in apprenticeship programs. A needs assessment and pre-survey have been conducted and a model training program will be delivered to workers and to appropriate management and officials.

PUBLICATIONS

Apprenticeship Training in the 1970's: Report of a Conference. 1974, 100 pages, Manpower Research Monograph No. 37. U.S. Department of Labor, Employment and Training Administration, 601 D Street, N.W., Washington, D.C. 20213.

Apprenticeship Training: Sure Way to a Skilled Craft. 1974, 8 pages. U.S. Department of Labor, Employment and Training Administration, 601 D Street, N.W., Washington, D.C. 20213.

Apprenticeship Now. Summer 1978 reprint, 19 pages, Occupational Outlook Quarterly. Single copies free from U.S. Department of Labor, Bureau of Labor Statistics, 441 G Street, N.W., Washington, D.C. 20202.

Apprenticeship: Past and Present. 1977, 27 pages. U.S. Department of Labor, Employment and Training Administration, 601 D Street, N.W., Washington, D.C. 20213.

Better Jobs for Women. 1978, 960 pages. Originally funded by CETA to recruit and place women in skilled jobs training or apprenticeship programs. U.S. Department of Labor, Women's Bureau, Washington, D.C. 20210.

Bibliography on Job Sharing: New Ways to Work. 1976, 13 pages, available from: New Ways to Work Publications, 457 Kingsley Avenue, Palo Alto, CA 94301. $2.00 plus postage and handling (50¢). Bibliography provides information on flexible time patterns and alternative work arrangements related to work life issues.

Blue Collar Trades Handbook for Women. 1977, $3.50 to institution, $2.00 to individual. Women Working in Construction, 1854 Wyoming Avenue, N.W., Washington, D.C. 20009.

PUBLICATIONS

Expanding Non-traditional Employment Opportunities for Women. January 31, 1980, a report on a Project in a Seven-County Area in Iowa. Iowa Commission on the Status of Women, Employment Project, 507-10th Street, Des Moines, IA 50319, (515) 281-6313. Proposal shows how to identify and place women in training programs and attract sufficient number of females to help in meeting the area's non-traditional employment needs.

Facts and Fancies About Bricklaying. 1973, single copy free. International Masonry Institute , 823 15th Street, N.W., Washington, D.C. 20005.

Fortune Telling: A Program for Girls about Women, Work, and Non-traditional Occupations. 1977, 53 pages, $8.50. Boston Young Women's Christian Association. Available from: Fortune Telling Coordinator, Boston YWCA, 140 Clarendon Street, Boston, MA 02116.

Gerrish's Technical Dictionary. 1978, 368 pages, $6.60. Howard H. Gerrish, Goodheart-Willcox Co., South Holland, IL.

Getting Ready for Work. 1978, 29 pages, $3.50. Available from: W.O.W. (Wider Opportunities for Women), 1649 K Street, N.W., Washington, D.C. 20006.

Guidelines for the Employment of Women in the Construction Industry. 1976, 26 pages, $2 for members; $4 for non-members. Mechanical Contractors Association of America, Inc., 5530 Wisconsin Avenue, Suite 750, Washington, D.C. 20015.

Help Wanted. 1970, single copy free. Roffer. National Roof Contractors Association, 1515 North Harlem Avenue, Oak Park, IL 60302.

How to go to work when you husband is against it, your children aren't old enough and there's nothing you can do anyhow. $2.95. Felice N. Schwartz, Margaret H. Schifter, and Susan S. Gillotti. Available from: Simon and Schuster, Inc., Rockefeller Center, 630 Fifth Ave., New York, NY 10020. This book contains resources especially for the educated wife and mother who is underemployed and desires to explore more equitable career alternatives. One chapter provides an overview of education, counseling and testing. A section on specific career explores over fifty options and includes information on training, aptitudes and abilities, workforce needs, and part-time possibilities.

I Can Be Anything: Careers and Colleges for Young Women. 1978, 315 pages, $7.95, by Joyce Slayton Mitchell. Revised edition, College Board Publication Orders, Box 2815, Princeton, NJ 08540.

Increasing Job Options for Women: A Conference Guide. 32 pages. "How-to" guide for planning and holding a conference with employers, unions, women's groups, and individuals on non-traditional jobs for women. U.S. Department of Labor, Women's Bureau, Washington, D.C. 20210.

Index to Publications of the Employment and Training Administration. January, 1974 through December, 1978. U.S. Department of Labor, Employment & Training Administration, Washington D.C. 20213. This publication includes about 900 publications, reports, and articles on major subjects such as apprenticeships, child care, education and training, job sharing, labor unions, minority groups, women and research.

PUBLICATIONS

Job Title Revisions To Eliminate Sex and Age Reference Language From The Dictionary of Occupational Titles. 1975, 363 pages. U.S. Department of Labor, Employment and Training Administration, 601 D Street, N.W., Washington, D.C. 20213.

Jobs For You In Indiana. 1977, single copy free. Available from: Indiana Advisory Council on Vocational Education, 17 W. Market St., Indianapolis, IN 46204.

Locating, Recruiting, and Employing Women: An Equal Opportunity Approach. 358 pages, $8.50 ($7.50 prepaid), by Cecilia H. Foxley. This comprehensive report includes both basic principles and a wealth of specific resources indicating where and how to locate women candidates and techniques for insuring equality in hiring and promotion policies; lists 300 women's organizations with talent banks and equal employment laws and regulations; 600 women's counseling and placement centers, a model affirmative action plan and a bibliography citing over 900 references dealing with the employment of women.

Merchandising Your Job Talents. 1974, 24 pages. U.S. Department of Labor, Employment and Training Administration, 601 D Street, N.W., Washington, D.C. 20213.

National Directory of Women's Employment Programs: Who They Are; What They Do. 1979, $7.50 plus 50¢ postage and handling. Available from Wider Opportunities for Women, Inc., 1649 K Street, N.W., Washington, D.C. 20006. Detailed descriptions of 140 programs serving women's employment needs. Includes regional maps showing location of programs.

New Job Opportunities for Women. 1975, 275 pages, $8.95, by Muriel Lederer. Publications International, Ltd., Skokie, IL. Available from: Simon and Schuster, Inc., 630 Fifth Avenue, New York, NY 10010. In this book, references and resources for women seeking career guidance are provided. A special chapter discusses help "especially

for the business, the armed forces, engineering and science, public and personal service, and includes information on career education in junior and community colleges; private trades, technical and business schools, home study courses; apprenticeships; cooperative programs; and industry training programs.

New Regulations To Help Non-traditional Jobs to Women. 1978, two pages. Available from: U.S. Department of Labor, Women's Bureau, Washington, D.C. 20210. Information leaflet on Department of Labor's new regulations on equal employment opportunity for minorities and women in the construction industry and in apprenticeship.

Non-traditional College Routes to Careers. 1975, 256 pages, $6.95, by Sarah Splaner. Julian Messner, Inc., New York, NY, available from: Simon and Schuster, Inc., One West 39th Street, New York, NY 10018. This book discusses innovations in higher education which provide college access to the non-traditional student. It includes descriptions of innovative programs nationwide such as lifelong learning and continuing education; women's participation in innovative higher education and continuing education and re-entry programs for women.

Non-traditional Occupations Program For Women. 1978, 79 pages, available from: U.S. Department of Labor, Women's Bureau, Washington, D.C. 20210. Model of the CETA-funded project of the same name sponsored by the Boston YWCA, which has trained women for skilled blue-collar jobs.

Non-traditional Job Training for Women. Available from: Technical Education Research Centers, Inc., 8 Eliot Street, Cambridge, MA 02138. The Women's Outreach Project. Brochure describes the program, it's goals and who can benefit from it.

Non-traditional Jobs for Women. Brochure available from the Employment Project, Iowa Commission on the Status of Women, 507 Tenth Street, Des Moines, Iowa 50319, (515) 281-6313.

PUBLICATIONS

Occupational Outlook Handbook . 1978-79 edition, 840 pages, Bulletin 1955, $8.00. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Non-traditional Work Programs: A Guide. Single copy free from Wider Opportunities for Women, Inc., 1649 K Street, N.W., Washington, D.C. 20006. Discusses the actual operation of a program to train and place women in entry-level technical jobs.

On High Steel. 206 pages, $7.50 hardback. Mike Cherry, Quadrangle/The New York Times Book Company, 10 East 53rd Street, New York, NY 10022.

One Thousand and One Job Ideas for Today's Women: A Checklist Guide to the Job Market. 1975, 268 pages, $2.50, by Ruth Lembeck. Available from: Dolphin Books, Doubleday and Co., Inc., 245 Park Avenue, New York, NY 10017. This book lists over 1,000 jobs and their requirements. Includes suggestion on the ways a woman can further her education, how to get into volunteer work, where to find new agencies that specialize in placing women, how to obtain shared jobs, where women over 55 can work, and how to get further information on all aspects of job hunting.

Opportunities In The Welding Industry. 1974, single copy free. Information Department, American Welding Society, Inc., 2501 N.W. 7th Street, Miami, FL 33125.

Pathways to Work for Women. $2.00. Available from: California Commission on the Status of Women, 926 J Street, Room 1506, Sacramento, CA 95814. This book deals with assertiveness training, goal-seeking techniques, and ways to examine and credit past achievement, hidden talents, and interests. It also reviews short-cut job hunting strategies.

PUBLICATIONS

Placing Rural Minority Women in Training Situations for Non-traditional Jobs. Manual $1.00, available from: edc/WEEAP Distribution Center, 39 Chapel Street, Newton, MA 02160. This manual describes how to gather information on career trends in the area, then research the training resources available in the most promising fields. With sensitivity to the variations in rural communities, the manual provides a process for recruiting, counseling, and referring rural minority women to the training opportunities available. The manual also describes ways in which the project can be promoted and supported by the community.

Preparing Women to Teach Non-traditional Vocational Education. 1978, 53 pages, $3.80, by Roslyn D. Kane. Available from: The National Center for Research in Vocational Education, National Center Publication, 1960 Kenny Road, Columbus, OH 43210, 1-800-848-4815; Ohio, Hawaii, & Alaska call 614-486-3655. Order #IN137. Reviews the retraining of women educators to teach in non-traditional areas of vocational education. Topics include program design, work experience, competency-based programs, preservice and inservice training and recruitment practices.

Problems of Women in Apprenticeship. 1977, 147 pages, $9.50, Roslyn D. Kane et al. R.J. Associates, 1018 Wilson Blvd., Arlington, VA 22209.

Recruiting Women for Traditionally "Male" Careers: Programs and Resources for Getting Women into the Men's World. 1977, 9 pages, free. Available from: Project on the Status and Education of Women, Association of American Colleges, 1818 R Street, N.W., Washington, D.C. 20009. Resource guide contains sections on special programs to encourage women to consider non-traditional careers; special materials designed for recruiting women to an institution or specific school, college, or department; resources by field; and resources of special interest to minority women including publications and programs.

PUBLICATIONS

Saturday's Child. J. Philip O'Hara edition, 1973; Bantam Book edition 1974. 184 pages, $4.95, written by Suzanne Seed. Available from: O'Hara, Inc., 20 East Huron, Chicago, IL 60611. Includes photographs and interviews of 36 women in various fields: arts, and communication; science and medicine; trades, services, and businesses; and commerce and government.

Searching For a Job in the Construction Industry: Some Tips for Women. U.S. Department of Labor, Office of the Secretary, Women's Bureau, Washington, D.C. 20210. Includes many job hunting tips focusing on the contruction industry and a Job Search Record.

Sex Stereotyping: Its Decline in the Skilled Trades. Reprint from May, 1974, Monthly Labor Review. Department of Labor, Women's Bureau, Washington, D.C. 20210.

Sources of Assistance in Recruiting Women for Apprenticeship Programs and Skilled Non-traditional Blue-Collar Work. 1978. Available from: U.S. Department of Labor, Women's Bureau, Washington, D.C. 20210. National, state, and local sources of information and programs, grouped by the Department of Labor's 10 regions.

Steps to Improve Employment Opportunities for Women In Blue-Collar Occupations. 1979. In press. U.S. Department of Labor, Women's Bureau, Washington, D.C. 20210.

The Federal Committee on Apprenticeship. 1978, 13 pages. Available from: national and regional Bureau of Apprenticeship and Training offices. (see Appendix) Describes the purpose and functions of the Federal Committee on Apprenticeship.

The Forgotten Five Million: Women in Public Employment. 298 pages, $5.00. Available from: Catherine Samuels, Women's Action Alliance, Inc., 370 Lexington Avenue, New York, NY 10017.

The Guidance Needs of Women. 1979, 16 pages, $1.90, by Lenore W. Harmon. Available from: The National Center for Research in Vocational Education, National Center Publication, 1960 Kenny Road, Columbus, OH 43210. Toll free 1-800-848-4815 except in Ohio, Alaska, and Hawaii call 614-486-3655. Order # IN149. Focuses on the internal barriers within women which prevent them from achieving occupational success in non-traditional jobs.

The National Apprenticeship Program. 1976, 41 pages. Outlines the structure & purpose of the national apprenticeship system. Available from: U.S. Department of Labor, Employment and Training Administration, 601 D Street, N.W., Washington, D.C. 20213.

The Rights of Women: The Basic ACLU Guide to a Woman's Rights. 348 pages, $1.95, by Susan Deller Ross. Available from: Avon Books, 959 8th Avenue, New York, NY 10019.

The Women's Bureau: Working for Equality in Employment for Women. 1979, Leaflet 1, U.S. Department of Labor, Office of the Secretary, Women's Bureau, Washington, D.C. 20210.

The Work Book: A Guide to Skills Jobs. 1978, $2.25, by Joyce Slayton Mitchell, Bantam Books. This book is based on official U.S. Department of Labor Statistics. It offers important and practical information on everything you need to know about skilled jobs. This is a complete guide to more than 100 jobs you can get without going to four years of college.

Training and Entry Into Union Construction. 1975, 217 pages, R&D Monography No. 39. U.S. Department of Labor, Employment and Training Administration, 601 D Street, N.W., Washington, D.C. 20213.

Training the Women to Know Her Place: The Social Antecedent of Women in the World of Work. 1973, 29 pages, HC $2.06 plus postage, by Sandra L. Bem and Daryl J. Bem. Available from: EDRS, ED 082098, MF 83¢. The paper gives a picture

of women facing a variety of barriers in the world of work. It discusses the following major topics: women in the world of work, discrimination, sex-role conditioning, the presumed incompatibility of family and career, and preparing for the future.

Twenty Facts on Women Workers. August, 1979. U.S. Department of Labor, Office of the Secretary, Women's Bureau, Washington, D.C. 20210.

WIN Training Manual. 1975. U.S. Department of Labor, Employment and Training Administration, 601 D Street, N.W., Washington, D.C. 20213. Increasing job options for women by non-traditional job placement.

Wisconsin Women in Apprenticeship. 1972, 18 pages. Available from: Wisconsin Department of Labor, Industry and Human Relations, Apprenticeship and Training Division, 201 East Washington, Madison, WI 53702, free. This booklet provides information on various types of apprenticeship programs. Personal stories present women in apprenticeship programs in lithographic stripping, T.V. repair, drafting, teaching, printing, meat cutting, telephone repair, and carpentry.

Women and Non-traditional Blue Collar Jobs. 1979. Available from: Wellesley College Center for Research on Women, 828 Washington St., Wellesley, MA 02181, (617) 235-6360, 235-0320. This is a research study of the barriers which limit women in their mobility in the blue collar jobs in large industrial plants. The research is specifically concerned with the interaction of organizational structures and individual attitudes and behaviors as well as finding out what job opportunities are actually available to women and men. Findings of this research are thus made available.

PUBLICATIONS

Women and the Skilled Trades. 1978, 34 pages, $2.80. Available from: The National Center for Research in Vocational Education, National Center Publications, 1960 Kenny Road, Columbus, OH 43210. 1-800-848-4815; Ohio, Alaska, Hawaii call 614-486-3655. Order #IN132. Presents an overview of women in skilled trades from the standpoint of wages, hiring practices, minorities apprenticeship training programs, government jobs and forecast for the future.

Women and Work. 1977, 71 pages, R&D Monograph No. 46. U.S. Department of Labor, Employment and Training Administration, 601 D Street, N.W., Washington, D.C. 20213.

Women at Work. 1975, by Betty Medsker. New York: Sheed and Ward, Inc. Photographs of women in traditional and non-traditional jobs, taken by the author on a trip around the U.S. Short quotes from workers describe their feelings about their jobs.

Women at Work: A Photographic Documentary. 1975, 212 pages, $7.95, by Betty Medsker. Available from: Skeed and Ward, Inc., Subsidiary of Universal Press Syndicate, 475 Fifth Avenue, New York, NY 10017. This book of black and white photographs presents American women mining coal, running corporations, chopping down trees, stitching blue jeans, designing nuclear submarines, and being active in numerous other occupations. The documentary includes statistics from the U.S. Department of Labor, Women's Bureau, as well as statements and commentary from the author/photographer and the working women themselves.

Women in Apprenticeship...There's a Future In It! 1980, Leaflet 58, U.S. Department of Labor, Office of the Secretary, Women's Bureau, Washington, D.C. 20210. The leaflet answers the following questions: Is apprenticeship for women? What is apprenticeship? What's the difference between apprenticeship and other types of training? What is the training like? How much are apprentices paid? What is needed to qualify and what does apprenticeship offer?

PUBLICATIONS

Women in Apprenticeship... Why Not? 1974, 34 pages, $ .75. R&D Monograph No. 33. U.S. Department of Labor, Employment and Training Administration, 601 D Street, N.W. Washington, D.C. 20213.

Women in Non-traditional Occupations: A Bibliography. 1976, 189 pages, microfiche: 83¢; hard cover: $10.03. Bureau of Occupational and Adult Education, Office of Education. Available from: ERIC Document Reproduction Services (EDRS), Box 190, Arlington, VA 22210.

Women in Non-traditional Occupations: A Bibliography. 1976, 189 pages. U.S. Department of Health, Education, and Welfare, Office of Education, Bureau of Occupational and Adult Education, Washington, D.C. 20202.

Women in Traditionally Male Jobs: The Experiences of Ten Public Utility Companies. 1978, 136 pages, $3.25, R&D Monography No. 65. U.S. Department of Labor, Employment and Training Administration, 601 D Street, N.W., Washington, D.C. 20210.

Women Offenders in Non-traditional Work. $7.50. Wider Opportunities for Women, Inc., 1511 K Street, N.W., Washington, D.C. 20005, (202) 638-3143. Describes a 3-year pilot project in which WOW trained and placed women offenders in non-traditional jobs.

Women on the Job - Careers in Broadcasting. 26 pages. Available from: American Women in Radio and Television, Inc., 1321 Connecticut Ave., N.W., Washington, D.C. 20036, or the U.S. Department of Labor, Women's Bureau, 200 Constitution Ave., N.W., Washington, D.C. 20210. This book includes job descriptions of all possible positions from administration, art, engineering, legal, news to production, personnel, programming, promotion and sales. It also includes colleges and universities offering broadcasting courses.

PUBLICATIONS

Women's Work Force Conference Report. 1979, single copy free from Wider Opportunities for Women, Inc., 1649 K St., N.W., Washington, D.C. 20006. Report on the first national conference of women's employment programs. Highlights CETA, non-traditional work programs, funding of programs, and women in construction.

Workers and Allies: Female Participation in the American Trade Union Movement. 1978, 96 pages, by Judy O'Sullivan and Rosemary Gallick. Smithsonian Institution Press, U.S. Government Printing Office, Washington, D.C. 20402, $2.

Working For You: A Guide to Employing Women in Non-traditional Jobs. 1979, $2.50 plus 50¢ postage and handling. Available from Wider Opportunities for Women, Inc., 1649 K St., NW, Washington, D.C. 20006. A guide for employers to assist them in successfully placing women in new kinds of jobs.

Working with Employers to Develop Jobs: A Workshop Model. 1978, 20 pages. "How-to" guide for planning and holding a workshop with employers to increase placement of women in non-traditional jobs. Available from: U.S. Department of Labor, Women's Bureau, Washington, D.C. 20210

Working Woman's Guide to Her Job Rights. 1978. U.S. Department of Labor, Women's Bureau, Washington, D.C. 20210 Leaflet #55, single copy free.

World of Work Report Subscription rate 1 year $48., 2 years $90. Work in America Institute, Inc., 700 White Plains Road Scarsdale, New York 10583. A monthly publication reporting new developments, trends, and experiments in the work place, with case studies from the U.S. and abroad.

Your Career In Construction. William Koller, 192 pages, cloth $5.95; paper $2.95. Arco Educational Catalog 1979-80. Arco Publishing, Inc., 219 Park Avenue South, New York, NY 10003.

PUBLICATIONS

Women Offenders in Non-traditional work. Describes a 3 year pilot project in which WOW trained and placed women offenders in non-traditional jobs. $7.50. Wider Opportunities for Women, Inc. 1511 K St., N.W., Washington, D.C. 20005, 202-638-3143.

Women on the Job - Careers in Broadcasting. 26 pages, available from either American Women in Radio and Television, Inc., 1321 Connecticut Ave., N.W., Washington, D.C. 20036 or the U.S. Department of Labor, Women's Bureau, 200 Constitution Ave., N.W., Washington, D.C. 20210. This book includes job descriptions of all possible positions from administration, art, engineering, legal, news to publication, personnel, programming, promotion and sales. It also includes colleges and universities offering broadcasting courses.

Women's Work Force Conference Report. 1979, single copy free from Wider Opportunities for Women, Inc., 1649 K St., N.W., Washington, D.C. 20006. Report on the first national conference of women's employment programs. Highlights CETA, non-traditional work programs, funding of programs, and women in construction.

Workers and Allies: Female Participation in the American Trade Union Movement. 96 pages, Judity O'Sullivan and Rosemary Gallick, 1978. Smithsonian Institution Press, U.S. Government Printing Office, Washington, D.C. 20402, $2.00.

Working for You: A Guide to Employing Women in Non-traditional Jobs. 1979. $2.50 plus 50¢ postage and handling. Available from Wider Opportunities for Women, Inc., 1649 K St., N.W., Washington, D.C. 20006. A guide for employers to assist them in successfully placing women in new kinds of jobs.

PUBLICATIONS

Working with Employers to Develop Jobs: A Workshop Model. "How to" guide for planning and holding a workshop with employers to increase placement of women in non-traditional jobs. 20 pages, 1978, U.S. Department of Labor, Women's Bureau, Washington, D.C. 20210.

Working Woman's Guide to Her Job Rights. 1978, U.S. Department of Labor, Women's Bureau, Washington, D.C. 20210. Leaflet #55, single copy free.

World of Work Report. Monthly publication reporting new developments, trends, and experiments in the workplace, with case studies from the U.S. and abroad. Subscription rate: 1 year $48.00, 2 years $90. Work in American Institute, Inc., 700 White Plains Road, Scarsdale, NY 10583.

Your Career In Construction. William Koller, 192 pages, cloth $5.95; paper $2.95. Arco Educational Catalog 1979-80. Arco Publishing Inc., 219 Park Avenue South, New York, NY 10003.

PUBLICATIONS

ADDITIONAL LISTINGS:

Earning A Breadwinner's Wage Non-traditional Jobs for Women On AFDC. 1978, 48 pages. Women's Enterprises of Boston, 739 Boylston Street, Boston Massachusetts 02116. This manual follows a logical sequence, from the initial discussion to consider a non-traditional job to the selection of a specific non-traditional job, options for training, and techniques for getting a job. Contains an additional reading list.

Shortchanged and Slighted: An Assessment of the Department of Labor's National Response to Women's Employment and Training Needs. January 1979. A project of Wider Opportunities for Women, Inc. Women's Work Force, 1649 K Street N.W., 4th floor, Washington, D.C. 20006. 202/638-4868. The report includes the employment status and needs of women; a close look at the division of National Programs; WOW conclusions and recommendations. The report contains good update statistics and also includes sections on non-traditional employment for women.

New Patterns of Work. Stanley Nollen, $25. Work in America Institute, Inc., 700 White Plains Road, Scarsdale, New York 10583. New Patterns of Work addresses alternative work schedules and why they are important; flexible work hours and flexitime models; productivity and job performance; overhead costs, fringe benefits, job sharing, people who work part-time and part-time employment models, effects of part-time employment of the firm, labor unions, effects of compressed workweeks on workers and advantages and problems for employers, and other aspects.

Work In America: The Decade Ahead edited by Clark Kerr and Jerome M. Rosow. $15.95. Work in America Institute, Inc., 700 White Plains Road, Scarsdale, New York, 10583. This book provided the backdrop for three national symposia held in New York, Chicago and

San Francisco where more than 300 leaders from industry, labor, government, communications, and universities across the country participated. Within the first section of the book, the following topics are covered: Minorities and Work by Bernard E. Anderson; Women and Work Priorities for the Future by Margaret S. Gordon; Child Rearing, Parenthood, and the World of Work by Moncrieff M. Cochran and Urie Bronfenbrenner.

Alternative Work Pattern: Changing Approaches to Work Scheduling. 40 pages, 9x6 booklet, $5. Work in America Institute, Inc., 700 White Plains Road, Scarsdale, New York 10583. Alternatives to the standard 9 to 5, 40-hour week are explored in theory and in practice, from flexible working hours to permanent part-time work and job sharing, by experts in labor, business, academia, and government using them.

Conversations Working Women Talk about Doing a "Man's Job" 1977, by Terry Wetherby. $6.95. Les Femmes Publishing, 231 Adrian Road, Millbrae, California 94030. In frank interviews, women reveal the hard facts about opportunity, identity, perseverance, ability and discrimination. They talk about what they really do on the job and how they feel about it, how they got where they are, how they see themselves today, and what they hope for in the future.

Apprenticeship and Other Blue Collar Job Opportunities For Women. Valerie Wheat in consultation with Christie Neibel, 1978. Women's Educational Equity Communications Network 1855 Folsom Street, San Francisco, California 94103. This guide attempts to answer the questions: What is blue collar work? What is apprenticeship program? Is blue Collar work for Me? It also takes a look at what to expect on the job and what problems women crafts workers have encountered. The guide also includes a bibliography, resource groups and organizations, State and Territorial Apprenticeship Agencies, and Bureau of Apprenticeship and Training Regional offices.

PUBLICATIONS

Employment Discrimination Litigation Manual, Bibliography and the ABAR III Brief Bank and Pleading File Index are available from: ABAR III. Litigation Support Center, Cleveland - Marshall College of Law, Cleveland State University, Cleveland, OH 44115, 216/687-2529.

The Tools of the Trade: A Blueprint For Moving Young Women Into Non-traditional Careers. 1980, 500 pages. Skilled Jobs For Women, Inc., 2095 Winnebago St., Madison, WI 53704; 608/244-5181. This package contains a technical assistance manual and audio-visual companion prices. The package includes: how to use the package with recommendations, how to involve the community (urban and rural), how to recruit young women, and how to positively influence young women's and men's perceptions of non-traditional careers.

Opening Trade Barriers: Sex-Role Awareness Tools. 1979, 15 pages, $3.50. Fort Wayne Women's Bureau, Inc., 315 Central Building, 203 W. Wayne, Fort Wayne, IN 46802. This manual introduces and incorporates non-sexist career information into the general school curriculum. The exercises explore attitudes toward role stereotyping as it affects work roles. The exercises have been developed or adapted to assist educators in making young people aware of career opportunities in non-traditional jobs.

Opening Trade Barriers: A Training Blueprint. 1979, 137 pages, $9.50. Fort Wayne Women's Bureau, 315 Central Bldg., 203 W. Wayne, Fort Wayne, IN 46802. This manual is designed to provide employment trainers and instructors with educational materials which can be used to prepare young women to enter apprenticeship or advanced training programs in the skilled trades. The manual describes basic classroom exercises used to sharpen required skills of apprenticeship candidates. The Blueprint is intended for use by trainers who recognize their client's need for supportive encouragement to open the barriers blocking success in entering and staying in a skilled trades work environment.

TEST PREPA-RATIONS

Mechanical Aptitude and Spatial Relations Tests

The questions cover form and space analysis, mechanical ability, matching parts and figures, solid figure turning, visualizing figures, series and progressions, graph interpretation, symbols, tool recognition, mechanical insight, view questions and many other topics included on the tests. 256 pages at $6.00. Arco Publishing, Inc. 219 Park Ave., So., New York, NY 10003.

Each of the following books contains an individualized guide to successful study. The techniques of the master test-makers: an examination forecast, previous exams, explanatory text, and hundreds of actual test questions classified to the subjects of the forthcoming civil service examination:

Apprentice, Mechanical Trades 192 pages paper $6.00
Auto Machinist, 256 pages $8.00
Carpenter, 192 pages $6.00
Electrician, 320 pages $8.00
Fireman, F.S., 288 pages cloth $8.50, paper $6.00
Plumber - Plumber's Helper, 224 pages $6.00
Policewoman, 256 pages $6.00
Welder, 192 pages $8.00
Arco Publishing, Inc. 219 Park Ave., S., New York, NY 10003.

Doing Your Best on Aptitude Tests, 1977, U.S. Department of Labor, Manpower Administration, U.S. Governmental Printing Office, Washington, D.C. 20402, Stock #029-00-00005-1, single copy free.

Expanding Job Options for Women. NAC #007846, $26.25, 9 minutes, 45 seconds. Shows women working in a variety of non-traditional jobs and reviews employer responsibility for equal opportunity and affirmative action.

Legal Responsibilities - Affirmative Action and Equal Employment. NAC #007848, $26.25, 12 minutes. Illustrates legal responsibilities of employers to eliminate unfair and illegal employment practices that often affect women.

The Legal Rights of Women Workers. NAC #007847, $23.25, 6 minutes, 5 seconds. Explains women's rights to equal employment opportunities, and equal pay. This three-part series may be ordered from the Order Section, National Audio Visual Center (NAC), General Service Administration, Washington, D.C. 20409. They may be borrowed from the Women's Bureau's 10 regional offices.

CHOICE (Careers that Have Opportunities I Can Explore). 15 minutes automatically synchronized slide/cassette tape presentation and User's Guide are designed for audiences from 12-60 years old. Concentrates on current options available to women and men in non-traditional occupations. Produced, written and designed by Fort Wayne Women's Bureau, funded by the Indiana State Board of Vocational & Technical Education. Available from: Dr. Gerald Dudley or Jim Muenick, 1201-09 South Greenlawn, South Bend, IN 46615; (219) 289-2851.

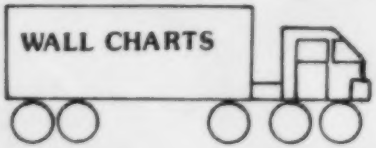
Increasing Job Options for Women. NAC #007846. $26.25, 10 minutes, color, 1976, updated 1978, 74 slides with audiocassette. Available from: National Audio Visual Center, General Services Administration, Attn: Order Section NACDO, Washington, D.C. 20409. (301) 763-1896. Available from regional offices of Women's Bureau rental free. Shows women working in a variety of non-traditional jobs as a professional,

technical, administrative, and managerial workers in the skilled trades plus repairers and machine operators. The presentation also reviews employer responsibilities for equal employment opportunity and affirmative action. Comes with script.

Legal Rights of Women Workers. NAC #007847, $23.25, 6 minutes, color. 64 slides with audiocassette. Available from: National Audio Visual Center, General Services Administration, Attn: Order Section NACDO, Washington, D.C. 20409, (301) 763-1896. Available rent free from regional offices of the Women's Bureau.

Non-traditional Work Roles. $10.00, a collection of 35 mm slides. National Association of Vocational-Technical Education Communitcators (NAVTEC) Moore-Norman Vo-Tech, 4701 12th Ave., N.W., Norman, OK 73069, (405) 364-5763. The collection features ...men in the work roles of: clerical, commercial foods, and nursing; women in the work roles of: aviation, construction, dental lab, electronics, graphic communication, livestock production, manufacturing, meat processing, mechanics, petroleum and science. 30 slides.

Project Women In a Man's World of Work. Or. #72903. APGA Cassette Tapes are priced as follows: APGA members @ $7.00 each and $8.00 for non-members. American Personnal and Guidance Association, Two Skyline Place, Suite 400, 5203 Leesburg Pike, Falls Church, VA 22041.



Apprenticeship: The Job Training Route to a Career. 1977, cites requirements and years of training, 17x22 inches in size, Cart F. Garrett Park Press, Garrett Park, MD 20766.

People At Work. $10.00 plus $1.50 postage and handling. A packet of 12 8x10 photos of women and men in non-traditional roles. Available from Change for Children, % 879 Douglass St., San Francisco, CA 94114. The occupations include doctor, firefighter, lawyer, reporter, telephone framer, shoe repairwoman, dance instructor, homemaker, librarian, tailor, teacher and telephone operator.

Women Are Underrepresented as Managers and Skilled Craft Workers. 1979. U.S. Department of Labor, Women's Bureau, Washington, D.C. 20210.

Women in Careers: Relative Earnings, Education, and Labor Force Participation in Several Hundred Fields. 1975, 17x22 inches Chart J. Garrett Park Press, Garrett Park, MD 20766.

Women in Non-traditional Occupations. 1977. Cites how women are moving into a number of career fields historically dominated by men - and illustrates how much more progress is needed. 17x22 inches, Chart R. Garrett Park Press, Garrett Park, MD 20766.

U.S. Working Women: A Databook. 1977, 67 pages. Includes 61 tables and 7 charts. U.S. Department of Labor, Women's Bureau, Washington, D.C. 20210.

SOME TIPS FOR WOMEN SEARCHING FOR A JOB IN CONSTRUCTION

* Target your search for jobs by seeking out contractors that have government contracts, since they have affirmative action goals and timetables for hiring women.

* Try to get an up-to-date list of job sites from the local union.

* Go to the job site dressed for work. Wear jeans or overalls, boots, and work shirts that hang from the shoulder. Pin up long hair. Do not wear dangling earrings or bracelets. It is a good idea to get a hard hat because on some work sites no one is allowed on the site without one.

* Go to the site early in the morning. The best days for hiring are Monday through Thursday.

* When you get to the job site, park your vehicle where it will not obstruct work.

* Be careful not to distract workers on the site by talking to too many people.

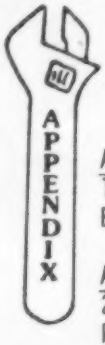
* Find out who does the hiring for your trade, who the labor foreman is, and what the hiring procedures are.

* Visit the business offices of contractors and subcontractors. Tell them you are looking for work and are qualified. Leave your resume.

* Keep an accurate record of where you have tried to get work, the date, name of the foremen/contractor/steward, and what was said.

* Find out, if possible: whether it is a union or non-union job; the total number employed; the number of women employed; the probable duration of the job and the number of apprentices in your trade.

Source: U.S. Department of Labor, Office of the Secretary, Women's Bureau, Washington, D.C. 20210



Apprenticeship Information Centers

Alabama
1818 8th Ave., N.
Birmingham, AL 35203

Arizona
207 East McDowell
Phoenix, AZ 85004

California
161 W. Venice Blvd.
Los Angeles, CA 90015

235 12th St.
Oakland, CA 04607

Colorado
251 E. 12th Ave.
Denver, CO 80203

Connecticut
100 Arch St.
New Britain, CT 06109

District of Columbia
555 Pennsylvania Ave., NE
Washington, D.C. 20212

Georgia
One Peachtree St., NE
Atlanta, GA 30303

Illinois
150 N. Clinton St.
Chicago, IL 60606

Indiana
745 Washington St.
Gary, IN 47402

141 W. Georgia St.
Indianapolis, IN 46225

Kansas
512 W. 6th St.
Topeka, KS 66604

402 E. Second St.
Wichita, KS 67202

Massachusetts
189 Massachusetts Ave.
Boston, MA 02115

Maryland
1100 N. Eutaw St.
Baltimore, MD 21201

Michigan
7310 Woodward Ave.
Detroit, MI 48202

Minnesota
407 W. Superior St.
Duluth, MN 55802

309 Second Ave, S
Minneapolis, MN 55401

390 N. Robert St.
St. Paul, MN 55101

Missouri
1411 Main St.
Kansas City, MO 64105

505 Washington Ave.
St. Louis, MO 63101

New Jersey
1433 Bockarach Blvd.
Atlantic City, NJ 07631

32-40 N. VanBrunt St.
Englewood, NJ 07631

517 Federal St.
Camden, NJ 08101

370 Broadway
Paterson, NJ 07501

1004 Broad St.
New Brunswick, NJ 08903

New York
488 Broadway
Albany, NY 12207

730 Fillmore Ave.
Himpstead, NY 11550

255 W. 54th St.
New York, NY 10019

155 W. Main St.
Rochester, NY 14614

North Carolina
235 N. Edgeworth St.
Greenboro, NC 27402

Oregon
432 W. 11th Ave.
Eugene, OR 97424

1437 S.W. Fourth St.
Portland, OR 97201

Pennsylvania
1709 S. Broad St.
Philadelphia, PA 19148

915 Pennsylvania Ave.
Pittsburgh, PA 15222

Rhode Island
40 Fountain St.
Providence, RI 02903

Tennessee
1295 Popular Ave.
Memphis TN 38104

1802 Hayes St.
Nashville, TN 37203

Virginia
5145 E. Virginia Beach Blvd.
Norfolk, VA 23502

318 E. Gary St.
Richmond, VA 23219

Washington
1904 3rd Ave.
Seattle, WA 98101

Bureau of Apprenticeship and Training Regional Offices

Region I (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont)
JFK Federal Building, Room 1001
Government Center
Boston, MA 02203

Region II (New Jersey, New York, Puerto Rico, Virgin Islands)
Gateway Building
3535 Market Street
P.O. Box 8796
Philadelphia, PA 19101

Region IV (Alabama, Florida, Georgia, Kentucky, Tennessee, Mississippi, North Carolina, South Carolina)
1371 Peachtree Street, N.E.
Room 700
Atlanta, GA 30309

Region V (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)
230 S. Dearborn Street
7th Floor - Column #5
Chicago, IL 60604

Region VI (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)
555 Griffin Square Building
Griffin & Young Street, Room 858
Dallas, TX 75202

Region VII (Iowa, Kansas, Missouri, Nebraska)
Federal Office Building, Room 1100
911 Walnut Street
Kansas City, MO 64106

Region VIII (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)
U.S. Custom House, Room 476
721 19th Street
Denver, CO 80202

Region IX (Arizona, California, Hawaii, Nevada)
Room 344, 211 Main Street
San Francisco, CA 94105

Region X (Alaska, Idaho, Oregon, Washington)
8014 Federal Office Building
909 First Avenue
Seattle, WA 98174

The National Network for Curriculum Coordination in Vocational & Technical Education consists of six interstate curriculum coordination centers to provide an orderly system for sharing curriculum development products and services.

Northeast
Dr. Joseph Kelly, Director
Bureau of Occupational Research
Division of Vocational Education
225 West State Street
Trenton, NJ 08625

Southeast
Dr. James F. Shill, Director
Mississippi State University
Research and Curriculum Unit
Drawer JW
Mississippi State, Mississippi 39762

East Central
Ms. Rebecca Douglass, Director
Professional and Curriculum Development Unit
Dept. of Adult, Vocational Technical Education
100 N. First St.
Springfield, IL 62777

Midwest
Mr. Bob Patton, Director
State Dept. of Vocational & Technical Education
1515 W. 6th Ave.
Stillwater, OK 74074

Northwest
Mr. William Daniels, Director
Washington State Coordination Council for Occupational Ed.
222 Airdustrial Park, Box 17
Olympia, WA 98504

Western
Dr. Lawrence Zane, Director
University of Hawaii
1776 University Ave.
Honolulu, Hawaii 96844

State Apprenticeship Agencies

Apprenticeship Services
Department of Economic Security
P.O. Box 6123
Phoenix, AZ 85000

Division of Apprenticeship Standards
Department of Industrial Relations
Room 3230-455 Golden Gate Avenue
San Francisco, CA 94102

Colorado Apprenticeship Council
Division of Labor
Room 314-1313 Sherman Street
Denver, CO 80203

Apprentice Training Division
Labor Department
200 Folly Brook Blvd.
Westhersfield, CT 06109

D.C. Apprenticeship Council
605 G Street, N.W.
Washington, D.C. 20001

Apprenticeship and Training Council
Department of Labor
Division of Industrial Arts
6th Floor, State Office Building
820 N. French Street
Wilmington, DE 19801

Bureau of Apprenticeship
Division of Labor
Florida Department of Labor and Employment Security
1321 Executive Center Drive, E.
Tallahassee, FL 32301

Apprenticeship Division
Department of Labor & Industrial Relations
825 Mililani Street
Honolulu, HI 96813

Apprenticeship Section, Division of Labor-Management Relations
& Employment Standards
Kansas Department of Human Resources
610 W. 10th - 2nd Floor
Topeka, KS 66612

State Apprenticeship Council
Kentucky Department of Labor
Division of Labor Standards
1512 Crums Lane
Louisville, KY 40216

Division of Apprenticeship
Department of Labor
1045 Land & Natural Resources Building
P.O. Box 44094
Baton Rouge, LA 70804

Bureau of Labor-State Office Building
Maine Apprenticeship Council
Augusta, ME 04333

Apprenticeship and Training
Maryland Apprenticeship & Training Council-Rm. 1108
Department of Labor and Industry
203 E. Baltimore Street
Baltimore, MD 21202

Division of Apprentices Training
Department of Labor and Industries
Leverett Saltonstall Building
100 Cambridge Street
Boston, MA 02202

Division of Voluntary Apprenticeship
Department of Labor and Industry
Space Center Building - 5th Floor
444 Lafayette Road
St. Paul, MN 55101

Apprenticeship Section
Division of Labor Standards
Department of Labor & Industry
Capitol Station, 35 S. Last Chance Gulch
Helena, MT 59601

Nevada Apprenticeship Council
Department of Labor-Capital Complex
505 E. King Street - Room 601
Carson City, NV 89710

Commissioner of Labor
New Hampshire Apprenticeship Council
Department of Labor
1 Pillsburg Street
Concord, NH 03301

New Mexico Apprenticeship Council
Labor and Industrial Commission
2340 Menual, NE-Suite 212
Albuquerque, NM 87107

Apprentices Training
Department of Labor
The Campus Building, #12-Room 428
Albany, NY 12240

Division of Apprenticeship Training
North Carolina Department of Labor
P.O. Box 27407
Raleigh, NC 27611

Ohio State Apprenticeship Council
Department of Industrial Relations
2323 W. Fifth Avenue - Room 2250
Columbus, OH 43215

Apprenticeship and Training Division
State Office Building - Room 466
1400 S.W. Fifth Avenue
Portland, OR 97201

Apprenticeship and Training
Department of Labor & Industry
7th & Forester Street
Labor & Industry Building - Room 1547
Harrisburg, PA 17120

Apprenticeship Division
Department of Labor
Right to Employment Administration
P.O. Box 4452
San Juan, PR 00936

Rhode Island Apprenticeship Council
Department of Labor
220 Elmwood Avenue
Providence, RI 02907

Utah Apprenticeship Council
28 East 2100 South
Chapman Plaza Building - Suite 104
Salt Lake City, UT 84115

Vermont Apprenticeship Council
Department of Labor & Industry
120 State Street
Montpelier, VT 05602

Division of Apprenticeship Training
Department of Labor & Industry
205 North 4th, P.O. Box 12064
4th & Grace Street - Mezzanine Floor
Richmond, VA 23241

Division of Apprenticeship and Training
Department of Labor
Christiansted, St. Croix, VI 00820

Apprenticeship & Training Division
Department of Labor and Industries
318 E. 4th Avenue
Olympia, WA 98504

Division of Apprenticeship & Training
Department of Industry
Labor and Human Relations
P.O. Box 7946
Madison, WI 53707

APPENDIX

Women's Bureau Regional Offices

Region I (Connecticut, Maine, Massachusetts, New Hampshire, Vermont, Rhode Island)
1700-C JFK Building
Boston, MA 02203

Region II (New Jersey, New York, Puerto Rico, Virgin Island)
1515 Broadway - Room 3575
New York, NY 10036

Region III (Delaware, District of Columbia, Maryland, Pennsylvanie, Virginia, W. Virginia)
15230 Gateway Building
3535 Market Street
Philadelphia, PA 19104

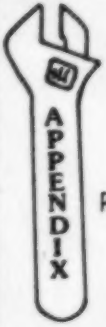
Region IV (Alabama, Florida, Georgia, Kentucky, Mississippi, N. Carolina, S. Carolina, Tennessee)
1371 Peachtree Street, N.E., Room 737
Atlanta, GA 30309

Region V (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)
230 S. Dearborn St., 8th Floor
Chicago, IL 60604

Region VI (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)
555 Griffin Square Bldg., Rm. 863, Griffin & Young Sts.
Dallas, TX 75202

Region VII (Iowa, Kansas, Missouri, Nebraska)
2511 Federal Bldg., 911 Walnut St.
Kansas City, MO 64106

Region VIII (Colorado, Montana, N. Dakota, S. Dakota, Utah, Wyoming)
1432 Federal Bldg., 1961 Stout St.
Denver, CO 80202



Region IX (Arizona, California, Hawaii, Nevada)
11411 Federal Building
450 Golden Gate Ave.
San Francisco, CA 94102

Region X (Alaska, Idaho, Oregon, Washington)
3032 Federal Office Building
909 E. First Avenue
Seattle, WA 98174